

21 OCT 1977

MEMORANDUM FOR: Director of Medical Services
 Director of Finance
 Director of Logistics
 Director of Data Processing
 Director of Personnel
 Director of Security
 Director of Training

FROM : Michael J. Malanick
 Acting Deputy Director for Administration

SUBJECT : Submission of New Communications Support Requirements

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25X1 1. It is requested that communications support requirements for FY-80 through FY-84 for your Office be forwarded to the Office of Communications (OC), through the DDA, by 31 January 1978. It is also requested that a representative for communications requirements for your Office be identified to OC not later than 28 October 1977. The rationale for this deviation from requests of past years is given in the following paragraphs.

25X1 2. In prior years, OC has solicited communications requirements from each DDA Office shortly after issuance of the Program Call. In order to meet Program Call deadlines within the DDA, the support requirement submissions were required by OC prior to Directorate program approvals and there appears to have been a reluctance in submitting support requirements before approval of the parent programs. When this reluctance has resulted in delayed submissions, OC has often not been able to logically combine similar requirements or develop the most cost effective support plan. In extreme cases, requirements were received too late to be included in the OC program. Clearly, these types of problems must be eliminated, or at least minimized, if OC is to be responsive to customer needs and develop cost effective programs.

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3. [] During an OC Planning Symposium, held in June 1977, speakers from all Directorates suggested increased dialogue between Directorate and OC representatives to ensure more timely and better defined communications requirements. In the past, Directorate and Office representatives have dealt with a number of OC officers who have provided guidance and have assisted in preparation of communications requirements. This contact has too often concerned only a single requirement, however, rather than addressing all requirements. Symposium speakers generally agreed that a designated OC focal point for contact concerning new requirements would be of great benefit. It was also generally agreed that continuous dialogue throughout the year with OC concerning all requirements would be more beneficial than sporadic contact concerning individual projects.

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4. [] The early date for submission of new communications support requirements has been established to ensure that all Directorate and Office requirements are addressed in OC programs. It is our intent to combine similar requirements from all Directorates and Offices, where possible, thereby lessening or negating the impact of individual programs which are not approved. In cases where requirements are so significant in size and/or cannot be combined with others, support plans will be developed such that they may be deleted or readily identified for inclusion in programs for succeeding years, in consonance with the disposition of the parent program. Realizing that requesting earlier submission of support requirements also obligates OC to provide earlier assistance to those preparing those submissions, and taking a cue from the symposium speakers, we have designated the OC Staff Operations Division Plans Branch (OC-O/SOD/PB) as the focal point for new requirements. It will also be its responsibility to carry on the continuing dialogue with Directorate, Division and Office representatives throughout the year, and provide whatever assistance may be needed in defining and stating requirements for input to OC.

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5. [] We look forward to the participation of your representative(s) in this endeavor and believe the effort will result in better and more timely communications service, and more cost effective communications facilities.

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6. Should additional information concerning this
memorandum be required, please have members of your staff
contact on

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7s/ Michael J. Malanick
Michael J. Malanick